App. F. IX-4]

1925.6 File No. 117/25

Previous References. (CB)
CB 78-24 273 (Comptrl.
CB 78-24-1 (Comptrl. Genl. Rec. 6/9/24-5
Comptrl. Cir. No. 36 of 24-4

Serial Nos. 1

Later references.
CB 55-26-1 (Comptrl)
CB 152-26-1

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for Dec. 1925-

SUBJECT

Continuance of the appointment of Inspector of Office Systems & Revenue Audit Officer

To
The Comptroller, Treasury Govt,
(thro' the T.C. Govt.
The Secretaries to Govt.
" Heads of Departments & Dy. Commrs of Dts.
" Inspector of Office Systems & Offices in charge of Rev. Audit
No. 1395-1447/Dy 10/11/25-

Sanctions the continuance of the appointment of Inspector of Office Systems & of his establishment upto the end of June 1926.

(For Disposal at a Meeting)

No. C. 173

of 1925-6

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clauses x & xii of the schedule)

Proposals in connection with the re-distribution of work among the Secretaries to Govt. in the General and Revenue Departments.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

21st October 1925.

Chief Secretary to Government.

Extraordinary Member of Council.

First Member of Council. 21/10

Second Member of Council. 21/10/25

Extra Member of Council.

G. R. S. III-2]

CB 737

General and Revenue Secretariat. | File No. of 19 .

Serial No.

The appointment of an Inspector of Office Systems and Officer in charge of the Revenue Audit has been sanctioned for a period of one year. Mr. B.Srinivasa Iyengar took charge of the appointment on 2nd January 1925 and so the period of one year expires on the 1st Jany.1926.

Submitted with the files on the subject.

5/10/25 If it is considered necessary to continue this appointment for a further period it may be possible to arrange for this work by a redistribution of work among the Secretaries so as to relieve any of the Secretaries wholly or partly of his work to be able to devote sufficient time to this work. If this note is accepted I shall submit suitable proposals

Dewan

by Secretary -

Note—Contn. sheet.

OFFICE MEMORANDUM.

...

Reference:- 1. List of routine cases which may be disposed of by Secretaries to Government. Section V, Manual of Council Rules and Procedure.

2. O.M. No. dated 28th May 1918 defining among other matters the duties and responsibilities of subordinate Secretariat Officers.

...

With a view to facilitate quick disposal of cases the following instructions are issued for the guidance of Secretariat Officers:-

(1) In respect of routine cases that may be disposed of by Secretaries to Government the Branch Officers concerned may themselves dispose of the following classes of cases:-

(a) Cases covered by rules or orders previously passed,

(b) Sanctions to ordinary items of expenditure which do not involve any questions of principle or importance

(c) Sanction to proposals of Hea
Departments involving no pri
for future action.

(d) Simple drafts in all cases.

(2) The Branch Officers may as hith_
tofore submit direct to Members of Goverm
ment, routine non-scheduled cases which m
be disposed of on the sole authority of th
Member. Scheduled cases and Residency co
respondence will be submitted through the
Secretary concerned.

(3) In all important cases a single note should be put up. This may be prepared by the Secretariat Branch Officer or by a Senior Case Worker under the direction of the officer.

(4) To facilitate reference to previous correspondence the Branch Officer should, as soon as any case laying down a principle for future action or dealing with important matters is disposed of, arrange to get all the important papers in the file printed. ~~As far as possible,~~ Where orders are printed, printed orders should be put up for reference as far as possible.

By Order,

Chief Secretary to Government.

Serial No

Present and proposed distribution of work among the several **Secretaries** in the General & Revenue Secretariat.

....

The present distribution of work among the several Secretaries to Govt. is given below:--

1. Chief Secreary.-	1. Confidential Branch, 2. Education Br. 3. Genl. Mis. Br. 4. Office Br., including Records, Library, etc.
2. Revenue Secy. -	1. Revenue Br. 2. Ind. & Comr. Br. 3. Muzrai Br. (Excise, Income-tax & Stamps of the Fl. Br.)
3. L. & L. Secy. -	1. L. S. G. Br. 2. Protection Br.
4. Finl. Secy. -	Finl. Br. excluding Income-tax, Excise & Stamps.
5. Secretary, R.A. & L.C. & Ex-officio Secy. to Govt.	Representative Assembly Legislative Council & Economic Conference.

As it is, I am prepared to take up the Ind. & Comr. Branch. Except during the sitting of the R.A. and the L.C. and for a fortnight before and after, the Secretary, R.A. & L.C., seems to have comparatively a light charge. There is a feeling that an officer of such a high salary is not required as Secretary to the Legislative Council, while as the discussion at the time of the Budget Session showed there is an equally strong desire that the status of

Note—Contn. Sheet

the appointment should not be reduced as it would not be consistent with his relations to these bodies. The Secretary, L.C. & M.A., is now the Secretary to the Economic Conference and the working of this institution could be very much stimulated by the Secretary keeping himself in touch with the working of the Departments concerned which he can do in case he deals with the papers of some of these departments in the Secretariat. I have consulted Mr. Ranga Rao and he is agreeable to take up one of the branches of this work. He needs an Asst. badly as much of his time is now wasted over the examination of travelling allowance bills, etc. and should he be in charge of one of the Sectt. branches, he will have the help of the Asst. Secretary concerned.

If the idea of giving the Secretary, L.C. & M.A. some Secretariat work is approved, the Education Branch of the Secretariat may be placed under him in which case it may be possible for the Chief Secretary to take up the Revenue. In the Chief Sectt. there is at present an Under Secretary. The Under Secretary may be in charge of the Revenue Branch as was the case from 1906 - 1913, so that the Chief Secretary may deal with only important matters. The Chief Secretary is, in addition, expected to have a general control over the work in all the Secretariat. For the assistance the Chief Secretary requires in working up cases, he wants an

Serial No

energetic intelligent officer, able to put up good notes and write well and by a suitable re-adjustment, an interchange can be made. The work of Secretaries may be reduced by encouraging more direct submission.

If the above proposals are accepted, of the Revenue Secretary's Department the only ones remaining are Muzrai, Excise and Income-tax. Muzrai may be attended to by the Under Secretary and the Excise and Income-tax may go to the Financial Secretary. From previous references I find that the Financial Secretary has not been agreeable to take these branches and if it is not considered expedient on principle to give him direct charge of any branches of the Secretariat, Excise and Income-tax may be given to Secretary, L.C. & R.A. or the Secretary, L.& L. This will set free one officer to devote his full attention to the work of the Inspector of Office Systems and there will be no need for an additional temporary officer. This may be tried for one year.

Dewan

C 173. 5

Extract from the Proceedings of the 755th *Meeting of the Council of His Highness the Maharaja, held at Bangalore on the* 12th November 1925. *19* .

74. Subject. - Clause xii of the schedule.

Proposals in connection with the redistribution of work among the Secretaries to Government in the General and Revenue Departments.

OPINION OF THE COUNCIL.

The Revenue Secretary may continue as the Ex-Officio Inspector of Office Systems and Revenue Audit Officer till the end of June 1926, but the Revenue Secretary's work in the Departments of Industries, Agriculture and Co-operation may be transferred to the Secretary, Legislative Council and Representative Assembly.

(Signed) A. R. BANERJI,

Dewan of Mysore.

"EXTRACT"

Chief Secretary to Government.

WD 433—GPB—1,000—1-9-26

171

Submitted to His Highness.

The appointment of Inspector of Office Systems and Officer in charge of Revenue Audit was sanctioned for a period E of one year in Government Order No.978-1028/C.B.78-24-1 dated the 23rd October 1924.

The chief duties of this officer are:-

(i) to examine the working of office methods and procedure in force in the several offices, locate defects, study systems in force as well as developments in other Governments and in business concerns, and suggest necessary remedies and readjustments of establishments wherever possible, in consultation with the departmental officers.

(ii) to audit the Revenue Offices and see that the dues to Government are regularly realised and remitted to Treasury, and to bring to notice any defects or irregularities in keeping accounts and suggest improvements.

Mr.B.Srinivasiengar, Deputy Commissioner, who was F selected for the post entered upon his duties on the 2nd January 1925. The period of one year during which the appointment has been sanctioned will expire on the 1st January 1926.

Since the transfer of Mr.K.V.Anantaraman from the Secretariat, Mr.Srinivasiengar has also been appointed Revenue Secretary to Government in addition to his own duties as Inspector of Office Systems and Officer in charge of Revenue Audit. Thus the extra cost involved in continuing the appointment of Special Officer has been reduced considerably.

The necessity for the appointment was discussed in the Representative Assembly meeting of the last Birthday Session and in my concluding remarks to the Assembly, I stated that when the time comes to review the work done by this officer and the results achieved by him, it would be possible to convince the Representative Assembly and the Legislative

Council, of the necessity to continue the appointment for some-time longer, if not as a permanent institution.

Mr.B.Srinivasiengar has inspected several offices and made suggestions for improving the system of work. He has also submitted notes for improving the keeping of revenue accounts and safeguarding revenue. In all he has submitted 36 notes on the above subjects, some of which have already been disposed of and the others are under the consideration of Government. Much work remains to be done and it is necessary to continue this appointment for some time longer, as stated by me in the Representative Assembly.

I directed the Chief Secretary to investigate into the question of re-distribution of work between the Secretaries to Government with a view to give some relief to Mr.Srinivas-iengar, from the duties of the Revenue Secretary to enable him to devote more time to his special duty. The Chief Secretary has submitted certain proposals in the matter in which he suggests the abolition of the post of the Revenue Secretary and the distribution of the work between the other Secretaries to Government and the Secretary to the Representative Assembly and Legislative Council.

The subject was considered in Council at the meeting held on the 12th November 1925, when the following resolution was recorded:-

> "The Revenue Secretary may continue as the Ex-Officio Inspector of Office Systems and Revenue Audit Officer till the end of June 1926, but the Revenue Secretary's work in the Departments of Industries, Agriculture and Co-operation may be transferred to the Secretary, Legislative Council and Representative Assembly."

The question of giving suitable relief to Mr. Srinivasiengar by transferring some of the duties of the Revenue Secretary to the other Secretaries will be further considered and necessary action taken.

(8

In the meanwhile the continuance of the appointment of Inspector of Office Systems and Revenue Audit Officer may be sanctioned till the end of June 1926 as recommended by the Council.

Bangalore,
17th November 1925.

EWU.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Continuance of the Appointment of Inspector of Office Systems and Revenue Audit Officer.

354

Order.

~~KRW~~

18/11/25

Chief Secy

W

(10

C. 173.

General and Revenue Secretariat

Proposal in connection with the re-distribution of work among the Secretaries to Govt in the General and Revenue Depts.

(*)

31. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circlated to the Members of Council at headquaters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness' orders before /after issue of orders. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

/e/ [illegible]
Chief Secretary to Government.

Through the Secretary to Government,

.....Department.

FIRST MEMBER OF COUNCIL. 20/11/25

SECOND MEMBER OF COUNCIL. 21/11/25

4751
20/11/25

EXTRA MEMBER OF COUNCIL.

Draft G.O. is submitted.
Sent 23.11.25.

Revised Memo is sorted as directed

8/12/25

(Memo taken separately.)

Jun. Partly
Copy of memo
regarding work
Secretaries
Revenue Dept

NOTE - Contn. sheet.

G.R.S. III—3]

Routine Notes.

C B 117-25

[To be used only for notes, requisitions, etc., not intended for permanent record.]

May this be Communicated?

B

19/12

H Lee

236

Yes
14.12.25

~~Submit~~ CB
Done. 15.12.25

H 1486

L. to Capella
£6340 / dated 15-12-25

H.O. No 1395-1447 & 10.12.25

Directs that the Spencer Apiaries & his establishment be continued up to the end of June 26.

B

N B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Proceedings of the Government of H. H. the Maharaja of Mysore.

* * * *

Read:--

G.O.No.978-1028/C.B.78-24-1 dated 23rd October 1924 sanctioning the appointment of an Inspector of Office Systems for a period of one year.

2. Govt. Notification No.1461, dated 22nd December 1924 appointing Mr. B.Srinivasiengar as Inspector of Office Systems and Officer in charge of Revenue Audit. C.B.78-24-3.

3. G. O. No.1459-60/C.B.78-24-2 dated 22nd December 1924 fixing the establishment of the office of the Inspector of Office Systems and Officer in charge of Revenue Audit.

* * * *

ORDER NO. 1393-1447/C.B.117-25-1

Dated, Bangalore, the 10th ~~Nov~~ Dec. 1925.

Mr. B. Srinivasiengar, B.A., B.L., joined his appointment as Inspector of Office Systems and Officer in charge of Revenue Audit on the 2nd January 1925 and so the term of the appointment will expire on the 1st January 1926.

2. Since the transfer of Mr. K.V.Anantaraman in August 1925 from the Secretariat Mr. B.Srinivasiengar has also been appointed Revenue Secretary to Government, temporarily in addition to his own duties, ~~and the~~

Since then the Officer could not devote full time for the special work entrusted to him and the extra cost involved in continuing the appointment has also been considerably reduced.

2 The Special Officer was entrusted with two sets of duties, viz.,

(i) The inspection of systems of work in offices, with a view to quick despatch of business by reducing unnecessary work and returns;

(ii) Audit of accounts of the Major Revenue producing departments, viz., Land Revenue, Forest, Excise, Income-tax Stamp, &c., locating defects in the existing system of revenue accounts and suggesting necessary modifications, with a view to prevent leakage of revenue.

3 Under the first item of work the investigation conducted by the Special Officer related chiefly to the simplification of office procedure and system of correspondence in the Bangalore District reduction of reports and returns in District Offices and standardisation of forms in the Survey Department, introduction of revised system of correspondence in the Geological Office, use of vernacular correspondence in Offices subordinate to District Offices, abolition of printed inspection notes of Income-tax and other departments and

improvement of work in the Office of the Conservator of Forests.

The several notes prepared and submitted by the Inspector, calculated to simplify work and expedite despatch of public business, have been considered by Govt. and suitable orders passed on them. Further study of the systems of correspondence and work in the other offices of the State seems necessary.

4 As regards the second and more important item of work, viz., Revenue Audit, the Special staff devoted special attention to the investigation of the accounts of the major Revenue producing departments, viz., Land Revenue. Eleven Taluk Offices and three District Offices were visited by the Special Officer and his staff. The cases of leakage of revenue and omission of demand under various items discovered as the result of this investigation have been dealt with by Government.

5 The several defects in the existing system of Land Revenue Accounts were carefully examined by the Special Officer and a new system of revenue accounts, devised to remedy the defects noticed, has been introduced into Revenue Offices with effect from 1st July 1925. A general note embodying the results of the investigation in the Land Revenue Department with suggestions for improve-

ment of revenue submitted by the Special Officer is under the consideration of Government.

7 The Audits of the following offices have also been completed:-

~~1. Revenue Survey Office~~,
2. Forest Conservator's Office,
3. Bangalore District Forest Office,
4. Bangalore Forest Range Office,
5. Mysore District Forest Office,
6. Amrut Mahal Superintendent's Office
7. Hunsur Cattle Training Depot,
~~8. Govt. Stamp Manufactory~~,
~~9. Stamp Superintendent's Office~~,
10. Geological Office,
11. Sandal Oil Factory at Mysore.

8 11 From the above it will be seen that the attention of the Special Officer has been concentrated on the Land Revenue department, ~~except for~~ and that some special audits ~~undertaken in the offices mentioned above~~ have been conducted in a few offices of other departments.

9. Under these circumstances Government are pleased to direct that the Special Officer and his establishment be continued for the present up to the end of June 1926. In order to enable him to complete the special audit of the other revenue-earning Departments and improve the system of working in the other offices, arrangements will be made to relieve him partly of the Secretariat duties by a re-adjustment of work.

10 Mr. Srinivasiengar is requested to submit a programme of work to be undertaken by him during the extended period

period by the 15th December 1925.

Chief Secretary to Govt.

To

The Comptroller, thro' Finl. Sectt.

" Secretaries to Government.

" Heads of Departments and Deputy Commissioners of Lists.

" Inspector of Office Systems & Officer in charge of Revenue Audit.

....

MRN.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. 1395-1447/C. B. 117-25-1 Dated, Bangalore, 10th December 1925.

Inspector of Office Systems.

Sanctions the continuance of the appointment of———and of his establishment up the end of June 1926.

Read:—

G.O.No.978-1028/C. B. 78-24-1 dated 23rd October 1924 sanctioning the appointment of an Inspector of Office Systems for a period of one year.

2. Government Notification No. 1461/C. B. 78-24-3 dated 22nd December 1924 appointing Mr.B.Srinivasiengar as Inspector of Office Systems and Officer in charge of Revenue Audit.

3. G.O.No.1459-60/C.B.78-24-2 dated 22nd December 1924 fixing the establishment of the office of the Inspector of Office Systems and Officer in charge of Revenue Audit.

ORDER NO.1395-1447/C.B.117-25-1 DATED 10TH DECEMBER 1925.

Mr.B.Srinivasiengar,B.A.,B.L.,joined his appointment as Inspector of Office Systems and Officer in charge of Revenue Audit on the 2nd January 1925 and so the term of the appointment will expire on the 1st January 1926.

2. Since the transfer of Mr.K. V. Anantaraman in August 1925 from the Secretariat Mr.B.Srinivasiengar has also been appointed Revenue Secretary to Government,temporarily in addition to his own duties. Since then the Officer could not devote full time for the special work entrusted to him but the extra cost involved in continuing the appointment has been considerably reduced.

3. The Special Officer was entrusted with two sets of duties,viz., (i) the inspection of systems of work in offices, with a view to quick despatch of business by reducing unnecessary work and returns; (ii) Audit of accounts of the Major Revenue producing departments, viz., Land Revenue, Forest, Excise, Income-tax, Stamp, etc.,locating defects in the existing system of revenue accounts and suggesting necessary modifications, with a view to prevent leakage of revenue.

4. Under the first item of work the investigation conducted by the Special Officer related chiefly to the simplification of office procedure and system of correspondence in the Bangalore District, reduction of reports and returns in District Offices and standardisation of forms in the Survey Department, introduction of revised system of correspondence in the Geological Office, use of vernacular correspondence in Offices subordinate to District Offices, abolition of printed inspection notes of Income-tax and other departments and improvement of work in the Office of the Conservator of Forests.

The several notes prepared and submitted by the Inspector, calculated to simplify work and expedite despatch of public business, have been considered by Government and suitable orders passed on them. Further study of the systems of correspondence and work in the other offices of the State seems necessary.

5. As regards the second and more important item of work, *viz.*, Revenue Audit, the Special staff devoted special attention to the investigation of the accounts of the major Revenue producing department, *viz.*, Land Revenue. Eleven Taluk Offices and three District Offices were visited by the Special Officer and his staff. The cases of leakage of revenue and omission of demand under various items discovered as the result of this investigation have been dealt with by Government.

6. The several defects in the existing system of Land Revenue Accounts were carefully examined by the Special Officer and a new system of revenue accounts, devised to remedy the defects noticed, has been introduced into Revenue Offices with effect from 1st July 1925. A general note embodying the results of the investigation in the Land Revenue Department with suggestions for improvement of revenue submitted by the Special Officer is under the consideration of Government.

7. The Audits of the following offices have also been taken up and completed:—

1. Forest Conservator's Office,
2. Bangalore District Forest Office,
3. Bangalore Forest Range Office,
4. Mysore District Forest Office,
5. Amrut Mahal Superintendent's Office,
6. Hunsur Cattle Training Depot,
7. Geological Office,
8. Sandal Oil Factory at Mysore.

8. From the above it will be seen that the attention of the Special Officer has been concentrated on the Land Revenue Department, and that special audits have been conducted in a few offices of other Departments.

9. Under these circumstances Government are pleased to direct that the Special Officer and his establishment be continued for the present up to the end of June 1926. In order to enable him to complete the special audit of the other revenue-earning Departments and improve the system of working in the other offices, arrangements will be made to relieve him partly of the Secretariat duties by a readjustment of work.

10. Mr. Srinivasiengar is requested to submit a programme of work to be undertaken by him during the extended period by the 20th December 1925.

P. G. D'SOUZA,
Chief Secretary to Government.

To—The Comptroller, Mysore Government, through Financial Secretariat.
The Secretaries to Government.
The Heads of Departments & Deputy Commissioners of Districts.
The Inspector of Office Systems and Officer in charge of Revenue Audit.

B1036

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. 1395-1447/C. B. 117-25-1 Dated, Bangalore, 10th December 1925.

Inspector of Office Systems.

Sanctions the continuance of the appointment of———and of his establishment up the end of June 1926.

Read:—

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3. The Special Officer was entrusted with two sets of duties,viz., (i) the inspection of systems of work in offices, with a view to quick despatch of business by reducing unnecessary work and returns; (ii) Audit of accounts of the Major Revenue producing departments, viz., Land Revenue, Forest, Excise, Income-tax, Stamp, etc.,locating defects in the existing system of revenue accounts and suggesting necessary modifications, with a view to prevent leakage of revenue.

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The several notes prepared and submitted by the Inspector, calculated to simplify work and expedite despatch of public business, have been considered by Government and suitable orders passed on them. Further study of the systems of correspondence and work in the other offices of the State seems necessary.

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3. Bangalore Forest Range Office,
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6. Hunsur Cattle Training Depot,
7. Geological Office,
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10. Mr. Srinivasiengar is requested to submit a programme of work to be undertaken by him during the extended period by the 20th December 1925.

P. G. D'SOUZA,
Chief Secretary to Government.

To—The Comptroller, Mysore Government, through Financial Secretariat.
The Secretaries to Government.
The Heads of Departments & Deputy Commissioners of Districts.
The Inspector of Office Systems and Officer in charge of Revenue Audit.

B1036